**Middle School Leaders**

**Monthly Team Meeting**

**October 21, 2013**

**4:00 p.m.**

**Room 14 – Sixth Street Administration Building**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core State Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Review norms and reciprocal commitments
* Debrief facilities planning meetings
* Begin building background knowledge about Universal Design for Learning

**Roles for this meeting:**

* **Facilitator/ Agenda Setter** - Mark
* **Time Keeper** /**Note taker** - Heather
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **4:00-4:05** | Review and revise agenda |
| **4:05-4:10** | Reading  ***ERD weekly meeting will focus on the five vocabulary words:***  ***PLC*** – an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. Continuous job-embedded learning for educators.  ***Collaboration***  ***Critical questions of collaborative teams***  ***Team norms***  Purpose is to intentionally use the five terms. |
| **4:10-4:15** | Review norms and reciprocal commitments  Will come back to this next meeting. Karen will ask us to respond individually between now and next meeting. |
| **4:15-4:30** | Debrief facilities planning meetings   * Plus/Delta * Next Steps   Process Plus/Delta (Two days in October)  **PLUS**   * Student input * Parent/community input, significant involvement, engaged/invested in the process, want to come back * Google earth visuals of the facilities * Thinking about the outside as well as the inside of the buildings * Positive comments with big ideas and radical thoughts (outside the box thinking) * Thought providing questions in the exercises * Transparent: open and honest; questioned things * Framed broadly from the beginning from do nothing to start over * Balance of time: table time, larger group share out, being talked to * Trust in the process   **DELTA**   * Facility was too small for the numbers of people involved * Poor acoustics, unable to hear one another (screeching speaker) * Staff w/l some homework to be prepared for what was expected: how do we gather information from peers to help respond to the question * Not enough time for discussion and real conversations about the survey questions; felt rushed through the last 2/3 of the questions * Time commitment: a lot for students, staff, community members, and parents (loss of work time in one week) * Difficult to find people who could commit to such time * Ran out of food for lunch on day one * No wi-fi; poor cell service * Principal’s role more clearly defined * Did not get into an assess discussion about district-owned/used facilities such as Admin/Business buildings, PEAS farm, other land – seems disingenuous * What major community decisions (such as location of Missoula College) impact our work |
|  | Principal’s role in the facilities planning process:  **PLUS**   * Cheerleader * Knowledge expert on building * Advocate for students/staff regarding space * Know strengths and weaknesses * Open-minded * Look at the district as a whole, not just our building   **DELTA**   * More clarification about principal’s role in these discussions * Survey questions geared toward high school – many questions not as relevant to elementary * Vocabulary jargon – confusing for students/parents/community members |
| **4:30-5:00** | Begin building background knowledge about Universal Design for Learning   * Karen shared a video: *UDL at a glance* (www.cast.org) |
| **5:00-5:25** | Address other items not on agenda   * Update on SPED monitoring from Ginny * Email from HR on training for principals about the fall report (due Nov 1); Heather will follow up with HR to find out more info about this and have HR get clarification out to principals * Attendance, chronic absenteeism – what suggestions do you have for improving this? Paul will send copy of the flow chart WMS uses |
| **5:25-5:30** | Plus/Delta   * What went well? What might we do differently? * How did we do with following our norms?   **PLUS**   * Time to share items/issues not on the agenda * All voices were heard by going around the table * Talking about the facilities planning process (circling back around so that we are not fragmented) * Water and snacks available   **DELTA**   * Difficult to get here at 4pm with finishing bus duty after school – could we start at 4:10 or 4:15? * HOT in this room * Missed Mark |